

Fifth Set of Qs and As
Electronic Time & Attendance
August 1, 2003

1. Our office currently uses an electronic time and attendance system. Will we have the option to use either our current system or the Automated Time Attendance and Production System (ATAAPS)?

To reduce the number of redundant systems and their associated maintenance costs, and to improve operational efficiency, all offices will be required to use ATAAPS.

2. I currently have a timekeeper preparing my time and attendance (T&A) reports. Will I have to record my own time into the new system?

Time will be recorded by whoever is currently recording the time.

3. What are the deadlines for certification and corrections?

Certification must be complete by 4:00 p.m. EST on the Tuesday following the end of the pay period. Late submissions and corrections for the pay period must be submitted by Wednesday 4:00 p.m. EST. However, all organizations should strive to reduce late submissions.

4. Can a certifying official change an employee's time in ATAAPS?

No. Only timekeepers, the database administrator, and an employee who records his/her own time can change time in ATAAPS.

5. Where can I find the new codes for recording T&A?

The new codes can be found on the web site <http://chris.inel.gov/payroll/> in the ATAAPS Reference Guide for Hour Codes. Additionally, there is a table titled Crosswalk of DOE's Most Frequently Used T & A Codes available on the web site.

6. Will ATAAPS accommodate different types of work schedules?

Yes. Descriptions and definitions of Alternative Work Schedules (AWS), including compressed work schedules, flexitour, variable work schedules and others, are available in the ATAAPS Reference Guide for Hour Codes.

7. Will I be able to request leave and have leave approved through the ATAAPS?

A future release of the ATAAPS software will provide an electronic leave request/approval process. All current DOE/Organizational procedures will remain the same until then.

8. Where can I find detailed instructions on submitting a supplemental T&A report?

The procedures for processing supplemental T&A submissions are in the process of being developed. Once developed, they will be posted to the payroll transition website at <http://chris.inel.gov/payroll/>.

9. Where can I obtain additional ATAAPS training?

There is On-line Help available in ATAAPS that provides detailed process instructions. There are also training aids available on the payroll transition website at <http://chris.inel.gov/payroll/> .

10. Is there a DOE hotline for questions during and after implementation?

Yes. Questions and concerns can be directed to the Payroll Customer Service Representatives Help Line on 301-903-4433 or through the Payroll Customer Service Help Desk on payrollcsrhelpdesk@hq.doe.gov.